Mark a student absent for today



- In the Main Menu on the left hand side, go to Mark Roll > Mark Students
- Type the Student's name into the **Student** field and select the correct student from the drop down list

TIP: You can use the arrow keys on your keyboard to select the student from the drop down list as well

2. Find a student attendance

- Once you have selected the correct student, leave the Date
 Range as today's date
- Click on Find Attendance
- You should see the student's scheduled classes for that Date Range appear on the right hand side

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Gee, Max (9092748116B)			\checkmark	
rom	04/12/2023	until	15/01/2024	
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Gee, Max (9092748116B) Gee, Max (9092748116B)	<u>@</u> View Student
✓ (Present) O 1 Days O 5 Records	
I (Illness and medical appointments) 2 Days 10 Records	
U (Unexplained)	

The Cheat Sheet

3. Mark a student absent for the selected date range	Search For Attendance	Update Selected Attendance	
Click on the Update Selected Attendance tab on the left hand side panel	Enter New Attendance Information ⑦		
 Select the appropriate Attendance Code from the drop down list (e.g. E - Educational Activity) 	Attendance Code Reason		
 Enter a Reason for the Absence (e.g. VET course) If you were notified of the absence by the parent, tick the appropriate Parent Contact method (e.g. Phone) If this is a School Event Absence, tick the Documented box if there is 	Parent Contact Phone? SMS? Email?		
 permission slip involved Once done, click on Update Attendance You should see the student attendances on the right hand side panel update to show the latest code 	 Present? Contact Time Documented? Documented Date 		
		Update Attendance Clear Fields	

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The Cheat Sheet